

FY - 2004
WEST VIRGINIA
DEPM BUSINESS
PLAN

Provide assistance to the State Conservationist in identifying the needs of NRCS customers with disabilities, both internal and external.

GOAL: 1. Develop and maintain contact with other DEPMs, state and local groups to increase awareness of persons with disabilities.

<u>ACTION ITEM</u>	<u>WHEN</u>	<u>RESPONSIBILITY</u>
1. Serve as an advisor to the State Conservationist, the West Virginia Civil Rights Committee, and NRCS employees.	FY-2004	I. Wolford
a. Send e-mails during October "Disability Awareness Month" and throughout the fiscal year to keep WV/NRCS personnel informed of Disability Awareness Month and other disability issues.		
b. Attended Civil Rights Committee meetings and provide presentation to at least one (1) Principle Staff and Program Managers meeting.		
2. Continue working with West Virginia Department of Education, Agriculture Education Coordinator to participate in the annual State FFA Convention and identify potential students for future recruitment and employment programs.	May-July	I. Wolford
3. Coordinate National Disability Awareness Month in October with other DEPMs and NHQ.	July	I. Wolford
a. Coordinate and disseminate information on the 2004 National Poster Contest for Disability Employment. (A \$250.00 Spot Award will be provided)		
i. This Poster will be used nationwide during Disability Awareness Month in October.		
4. Serve as a member of the WV State AgrAbility Project Steering Committee.	FY-2004	I. Wolford
a. Attend Steering Committee meetings as needed.		
b. Arrange for Area AgrAbility training sessions.		
c. Coordinate AgrAbility/Field Office activities.		

5. Provide assistance to the DEEOO Feb.-Sept.
Wolford/Woods
(St. Conservationist) in implementing
the agency's new reasonable
accommodation policy.
- Providing assistance to Field Offices on a case by case basis to advise
Field Offices on reasonable accommodations.
 - Participate in at least two (2) Field Office Civil Rights Reviews to be
determined by the DEEOO.

*GOAL: 2: Develop a library of resources that address disability issues,
responsibilities, standards and specifications.*

<u>ACTION ITEM</u>	<u>WHEN</u>	<u>RESPONSIBILITY</u>
1. Work with the DEEOO to develop Wolford/Woods the protocol for handling reasonable accommodation requests in West Virginia.	March-May	
2. Maintain information regarding American Disabilities Act, and associated laws regarding disability issues.	FY-2004	I. Wolford
3. Continue to locate and obtain articles, videos that can be distributed to NRCS personnel to maintain an awareness of Disability Issues.	FY-2004	I. Wolford

GOAL: 3: Promote employment of a person with a disability in West Virginia.

<u>ACTION ITEM</u>	<u>WHEN</u>	<u>RESPONSIBILITY</u>
1. Work with Human Resources to identify positions that may be filled with a person with a disability.	FY-2004	I. Wolford
2. Utilize the Workforce Recruitment Program Wolford/Sargent where appropriate to obtain list of college students that have a disability and are interested in entering the workforce, either in a part-time or full-time position.	March	

3. Work with Human Resources to send out
Wolford/Sargent
SF-256s to all employees for update.
4. Work with Associate Dean of Students
at West Virginia University to identify
potential employees.

I. Wolford

